

# NOTICE OF USE OF AN APPROVED TEMPLATE

U.S. House of Representatives  
COMMISSION ON CONGRESSIONAL MAILING STANDARDS  
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Date: \_\_\_\_\_  
(MM/DD/YEAR)

Office of: \_\_\_\_\_ State: \_\_\_\_\_ District: \_\_\_\_\_

Staff Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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This notice is to advise that on: \_\_\_\_\_  
(MM/DD/YEAR)

Approved Request/Template No.: \_\_\_\_\_

was used to give notice of : \_\_\_\_\_  
(DESCRIPTION OF EVENT)

conducted on: \_\_\_\_\_ at \_\_\_\_\_ in/at \_\_\_\_\_  
(MM/DD/YEAR) (TIME) (LOCATION)

☐ A COPY OF THE TEMPLATE AS USED IN THIS INSTANCE IS ATTACHED.